

**REQUEST FOR APPLICATIONS (RFA)  
CFSA-07-RFA-0003**

Government of the District of Columbia  
Child and Family Services Agency

**FY2008/2009 FAMILY TREATMENT COURT  
TRANSITIONAL HOUSING PROGRAM**

Pursuant to the “*Child and Family Services Grant-making Temporary Amendment Act of 2006*,” Child and Family Services Agency (“CFSA”) invites qualified applicants to submit applications for funding to provide transitional housing and supportive services for the Family Treatment Court.

The Family Treatment Court (FTC) is a comprehensive court-supervised treatment program funded through CFSA and administered through the Department of Health’s Addiction Prevention and Recovery Administration (APRA). The FTC is targeted to enhance family reunification through the provision of front-end services and complies with the Adoption and Safe Families Act timelines. The first phase of treatment involves up to nine months of intensive residential treatment at a facility where the women may bring up to four of their children (0-10 years) for the duration of their stay. Upon completion of the residential treatment program, women must complete six months (minimum) of community-based continuing care.

The Family Treatment Court Transitional Housing Program shall serve to prevent the disruption of placements due to lack of housing upon transition from residential treatment. Services are focused on meeting the needs of FTC clients who are in need of stable housing and who have transitioned into community-based continuing care. Upon discharge from the program, each family should have attained stability in housing, work, recovery, and contributing to the community.

The proposed grant award will support a minimum of eight (8) transitional housing units with supportive services for up to twelve (12) months. Grant agreements shall be executed no later than **October 12, 2007**. Up to four (4) grants will be awarded to provide services for families in the Family Treatment Court program.

**Announcement Date:** **Friday, September 7, 2007**

**Request for Applications Release Date:** **Friday, September 7, 2007**

**Application Submission Deadline:** **Friday, September 28, 2007**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

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### **Checklist for Applications FY2008/2009 Family Treatment Court Transitional Housing Program Grant**

- The applicant organization/entity has responded to all sections of the Request for Application (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is affixed to the front of the application.
- The Program Budget is complete and complies with the Budget Form in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application is printed on **8 ½ by 11-inch paper, double-spaced, on one side.**  
**Applications that do not conform to this requirement will not be forwarded to the review panel.**
- **The applicant is submitting the required six (6) copies of its application, including the original and five (5) copies. Applications will not be forwarded to the review panel if the applicant fails to submit the required five (5) copies with one "original".**
- The application conforms to the "Application Format" of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to Child and Family Services Agency no later than 5:00 p.m., on the deadline date of **Friday, September 28, 2007.**
- The application is submitted with **two original receipts**, found in Attachment B, attached to the outside of the envelope or package for CFSA approval upon receipt.

**District of Columbia  
Child and Family Services Agency (CFSA)**

**Request for Applications (RFA)**

**FY2008/2009 Family Treatment Court Transitional Housing Program**

**SECTION I: GENERAL INFORMATION**

The Child and Family Services Agency (CFSA) has funds available to create a transitional housing and supportive services program to serve families who have completed the residential component of the Family Treatment Court (FTC) and are preparing to transition into continuing care.

CFSA will award up to four (4) grants to fund a minimum of eight (8) slots for transitional housing and supportive services to be utilized by participants from the Family Treatment Court. Funding for each slot shall be for a period not to exceed twelve (12) months. These funds would subsidize the cost of supportive services, security deposits, rent for up to one year and furniture (where needed). The FTC Transitional Housing Program will serve a minimum of eight (8) families who have completed residential substance abuse treatment and have transitioned to the continuing care phase of FTC.

Organizations will be expected to serve a minimum of two (2) families at the same time but may apply to serve more families, up to a maximum of eight (8). Organizations must be ready to accept referrals and begin providing services effective **November 1, 2007**.

**Background and Need**

The Family Treatment Court (FTC) is a comprehensive court-supervised substance abuse treatment program funded through CFSA and administered through the Department of Health's Addiction Prevention and Recovery Administration (APRA). Services are provided to mothers/female guardians whose children are the subject of a child neglect case. Women who participate in the FTC must stipulate to the allegations of child neglect. The FTC is targeted to enhance family reunification through the provision of front-end services and complies with the Adoption and Safe Families Act (ASFA) timelines.

The first phase of treatment involves up to nine months of intensive residential treatment at a facility where the women may bring up to four of their children (0-10 years) for the duration of their stay. Upon completion of the residential treatment program, women must complete six months (minimum) of community-based continuing care. This intense aftercare program includes rehabilitation services, ongoing monitoring, job training, and developing networks of support.

As many of the women who enter the treatment program are homeless, one of the greatest challenges facing women who leave residential treatment is the lack of available housing. The FTC has worked with its partners in the District of Columbia to identify appropriate transitional housing where available. In the absence of available housing, a number of women must remain at the residential facility while in continuing care until such time housing can be identified and secured. CFSA is seeking transitional housing programs to assist in the provision of stable housing resources for women and their children who are exiting residential treatment.

The FTC Transitional Housing Program is focused on meeting the needs of families who are in need of housing supports and who are in recovery from substance abuse. Families are maintained in stable housing for up to two (2) years through the provision of supportive services, including intensive case management.

### **Target Population**

CFSA and FTC shall jointly identify the families to be served under this agreement. Families shall meet the eligibility criteria agreed to by the transitional housing provider, CFSA and FTC. All families to be served in this program shall complete the residential component of the Family Treatment Court Program and be referred by the Family Treatment Court Coordinator.

As a lead agency for the program, the Grantee shall coordinate all services. Services provided to families accepted into the Transitional Housing Program may include:

- Family Team Meeting during initial placement and prior to discharge from the program
- Comprehensive assessment of each parent and family.
- Intensive case management services, including (minimum) weekly meetings for the first six months, development of a comprehensive Family Service Plan, and regular Service Plan updates.
- Referral to an apartment complex for assignment to a rental unit
- Establishment of an escrow account for monthly savings to be deposited by each parent and held by the Grantee until discharge from the transitional housing program.
- Subsidy for monthly rent combined with portion paid by each parent depending on income and as calculated by the standard HUD formula.
  - During the period of funding by CFSA (not to exceed 12 months), rental contributions made by the parent shall be deposited into an escrow account held by the Grantee. Within thirty days of discharge from the program, 100% of the funds held in escrow in the parent's name shall be given to the parent.

- Referrals for services not provided within the program, which may include career assessment, physical health/dental care, infant/child care, children's recreation and after school services, legal services, mental healthcare/therapy, domestic violence services, GED and external diploma programs, job training, vocational rehabilitation, job counseling and placement, professional clothing, and follow-up services.
- Parent skills training and counseling supports
- Weekly evening support and life skills groups
- Weekly recovery group as well as individual addictions counseling
- Financial management training and credit repair skills
- Child care during parents' groups
- Emergency assistance in the case of unexpected events and crises
- Assistance with securing resources for permanent housing.
- Linkages to the community including organization of family events and outings
- Activities that support parent involvement in their child's education

Families may remain in the Transitional Housing program for up to a maximum of two (2) years. Funding under the terms of the grant agreement shall not exceed twelve (12) months per family. A family that completes their personal goals as detailed in their individual service plan within a shorter timeframe may be discharged from the program in less than two years. In cases where the parent is not meeting program goals, there may be grounds for discharge prior to program completion. This may include but is not limited to a parent who is not adhering to program regulations, who is actively using substances, whose children have been removed, or whose case has been closed by the Family Treatment Court. Upon their transition out of the program, each family should have attained stability in housing, work, recovery, and contributing to the community.

The target population may also need support services in the following categories:

- a) Mental health services
- c) Behavioral and social skills development
- e) Individual, group and family counseling
- f) Therapeutic recreation

These additional services may be matched from sources other than this grant. The grantee shall demonstrate linkages with other service providers, District agencies serving children, youth and families, and community-based organizations to connect families to needed services that extend beyond the scope of services funded through this grant.

### **Eligible Organizations/Entities**

Applications are requested only from non-profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Organizations may partner together to offer separate but coordinated components of the program. Successful applicants shall provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, including relevant District and local jurisdiction licensure requirements, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

### **Funding**

Funds currently made available are appropriated by the Council of the District of Columbia through CFSA.

### **Award Period**

The grant period is for 365 days from the date the grant agreement is executed, subject to appropriation of funds. Successful applicant(s) must be prepared to sign the Grant Agreement within two weeks of the award. Should further appropriations be made available or funds from other sources be made available, renewable options may be made available to the successful applicant, or a new grant announcement may be issued. At the discretion of CFSA, and subject to availability of funds, the grant may be extended annually up to four (4) additional years.

### **Grant Awards and Amounts**

CFSA intends to award up to four (4) grants to provide transitional housing and supportive services to families in the Family Treatment Court program. CFSA reserves the right to assign the amount of the award. The total amount available for the grant is \$90,000. The total available for the grant may be increased if additional funds become available. Grant funds are to be used exclusively to fund the monthly cost of transitional housing units associated with supportive services. Staff and other administrative related costs are not to be billed to this grant.



### **Contact Person:**

For further information, please contact:

Jasmine Hayes, MSW  
Resource Development Project Management Specialist  
Office of Planning, Policy & Program Support  
Government of the District of Columbia  
Child and Family Services Agency  
955 L'Enfant Plaza, SW, North Building, Suite P-101  
Washington, DC 20024  
Phone: 202-724-7016  
Fax: 202-727-5619  
Email: [jasmine.hayes@dc.gov](mailto:jasmine.hayes@dc.gov)

### **Explanations to Prospective Applicants**

Inquires regarding this NOFA/RFA should be directed to Mr. Jim R. Moyer, Administrator, Child and Family Services Agency, Contracts and Procurement Administration, 955 L'Enfant Plaza SW, Fifth Floor, Washington, D.C., 20024. Mr. Moyer can be contacted at 202-724-7415 or via e-mail at [jimmy.moyer@dc.gov](mailto:jimmy.moyer@dc.gov). Inquiries must be submitted in time to reach the contact person listed above on or before Monday, September 17, 2007 at 5:00 p.m. **Questions submitted after the deadline date will not receive responses. If using mail, please allow ample time for mail to be received prior to the deadline date.**

## **SECTION II: SUBMISSION OF APPLICATIONS**

### **Application Identification**

A total of six (6) copies, including the original and five (5) copies, of the application are to be submitted in a sealed envelope or package. Attachment B, found in this package, should be affixed to the outside of the envelope or package. **Of the six (6) copies, one (1) copy must be an original. Applications will not be forwarded to the review panel if the applicant fails to submit the required six (6) copies with Attachment B affixed to the outside of the envelope or package. E-mail, telephonic, telegraphic or facsimile submissions will not be accepted.**

### **Application Submission Date and Time**

Applications are due no later than 5:00 p.m., on Friday, September 28, 2007. All applications will be recorded upon receipt. **Applications submitted at or after 5:01 p.m., Friday, September 28, 2007, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 5:00 p.m. deadline on Friday, September 28, 2007. Applications must be ready for receipt by CFSA. The six (6) copies, including the original and five (5) copies, of the applications **must be** delivered to the following location:

Jim R. Moye, Administrator  
Contracts and Procurement Administration  
Government of the District of Columbia  
Child and Family Services Agency  
955 L'Enfant Plaza, SW, North Building, Suite 5200  
Washington, DC 20024

### **Mail Courier/Messenger Delivery**

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m., deadline on Friday, September 28, 2007 at the above location. Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m., Friday, September 28, 2007 **will not be forwarded to the review panel by CFSA.**

**CFSA will not be responsible for delays in the delivery of application packages to its office.**

## **SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **Use of Funds**

Grant funds shall only be used to support activities in Fiscal Years 2008/2009, as outlined in the Program Scope of this RFA, and may not be used for direct financial assistance to clients and their families.

### **Grant Agreement**

Applicant shall be required to sign a Grant Agreement prior to funds being transferred. A Grant Agreement must be finalized prior to **October 12, 2007.**

## **SECTION IV: GENERAL PROVISIONS**

### **Insurance**

The applicant, when requested, must show proof of all insurance coverage required by law and grant agreement at the time of application. The applicant shall maintain general liability insurance, consistent with District law.

### **Audits**

At any time or times within the next twenty four (24) months, the District may request the successful applicant ('s) expenditure statements, source documentation, and other financial records audited.

### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving these Family Treatment Court Transitional Housing Program grant funds.

## **SECTION V: PROGRAM SCOPE**

### **Program Description**

When children of drug dependent mothers or female caretakers enter the foster care system, the Family Court of the District of Columbia and the District's child welfare system are faced with the difficult challenge of taking the necessary steps to ensure that children are protected, as well as ensuring that reasonable efforts are made to keep families intact, or by providing services to ameliorate the reason for the families' court involvement. In an effort to better serve female drug dependent caretakers with active child neglect cases and assist them with enhancing their parenting skills, the Family Court has partnered with key District health and human services agency stakeholders to develop a Family Treatment Court (FTC) in the District of Columbia. The mission of the FTC is to promote safe and permanent homes for children by working collaboratively with stakeholders to develop readily accessible services that are based on a continuum of care that is culturally competent, family-focused and strength-based. This collaborative effort allows the Family Court and the District's social services agencies to better monitor a drug dependent parent's progress in drug treatment and enhance the possibility of family reunification between neglected children and their parents. The Family Treatment Court successfully completed its pilot stage in June 2004 and is now a fully operational program.

The FTC is a court-supervised, comprehensive, culturally specific and holistic, substance abuse treatment program for drug dependent participants whose children are the subject of a child neglect case. Those selected for participation in the program receive intensive drug treatment; individual and/or family counseling. The goal is to help the individual become abstinent from drug use and to promote emotional, financial and personal self-sufficiency leading to enhanced parenting and coping skills. The target population for the FTC is female parents or female caretakers, eighteen years and older, who are the subject of a neglect petition where a determination is made that a nexus exists between parental substance abuse and the neglect charges. This case category was targeted to enhance participants' chances of reunification by providing front-end services and to permit compliance with the timelines mandated by the Adoption and Safe Families Act.

Upon completion of up to nine (9) months of residential substance abuse treatment, participants are discharged into community-based continuing care for a minimum of six (6) months. Families who are unable to identify permanent housing at the time of discharge from the residential facility may be referred to the FTC Transitional Housing Program. The mission of the FTC Transitional Housing Program is to develop partnerships with homeless women and their children to empower them to attain lasting stability in housing, work, recovery and contributing to their communities. Transitional Housing Program staff seek to provide intensive support services to assist families to achieve and maintain these goals.

The Agency will competitively award up to four (4) grants to organizations who meet the program needs of CFSA, and who demonstrate commitment to implementing the program measures as long as grant funds continue to be available. CFSA has initially targeted a minimum of eight (8) families to be served.

### **Program Objectives**

CFSA proposes to use funds to create a Transitional Housing Program for families who are completing residential treatment in the Family Treatment Court. The target population for the Transitional Housing Program includes families screened and accepted for participation by the Family Treatment Court Coordinator and the Grantee. Applicants must be committed to identifying and developing permanent supports for families that may endure long after services end.

The short-term outcome of the FTC Transitional Housing Program is to ensure families remain intact through the provision of short-term housing and supportive services. The desired long-term outcomes include permanent housing, stable employment and/or education situation, stability in recovery, improved parenting skills, and contribution to the community.

### **Applicant Responsibilities**

In its proposal, the applicant must demonstrate the ability to provide transitional housing and supportive services tailored to the target population. In meeting those ends, the applicant must meet, at a minimum, the following requirements:

1. The applicant's program must be designed to serve a minimum of two (2) CFSA-referred families at a time, and determine how to enhance and expand these approaches.
2. Nothing in this RFA should conflict with any existing agreement between applicant and the District of Columbia Child and Family Services Agency. Further, nothing in this RFA relieves applicant of any agreement or obligations with this agency.

The Grantee must also:

1. Complete a minimum of three (3) hours of orientation provided by CFSA and FTC, which includes:
  - background on the population of children served by CFSA, and the families in FTC;
  - elements of child abuse and neglect; substance abuse and its impact on parenting;
  - the laws surrounding confidentiality and privacy;
  - written materials summarizing the training.
2. Comply with the administrative, reporting and evaluation requirements of a grant agreement.
3. Abide by the confidentiality laws of the District.
4. Report suspected child abuse and neglect to 202-671-SAFE (CFSA's Hotline).

5. Show and maintain proof of insurance that meets the requirements set forth herein.

Within fifteen (15) calendar days of grant award, Grantees shall submit a detailed work plan for the award year, including all relevant action steps, responsible parties, outcomes and deliverables.

### **Confidentiality of Records**

Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of a family's information and to report the information specified below to CFSA. Specifically, the applicant must agree to and to abide by the following conditions:

- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both (D.C. Law 16-2363).
- All project staff, prior to engaging in work with CFSA and referral families, shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, for each current staff person who will be working on the Family Treatment Court Transitional Housing Program Grant.

### **Staff Requirements**

The applicant shall retain and maintain documentation that its staff possess adequate training and competence to perform the duties to which they have been assigned.

The applicant shall ensure that all employees, consultants and sub-contractors have been cleared through the Child Protection Registry and the Police Department of the jurisdiction(s) in which the staff member resided during the five years prior to employment under this grant, as well as cleared through the District of Columbia Metropolitan Police Department, and the jurisdiction in which they will be providing services.

### **Training**

The applicant will be responsible for ensuring staff training and development policy and procedures are, at minimum, in compliance with licensure regulations and CFSA guidelines. The applicant shall ensure training to program staff on relevant child welfare topics, the provision of community-based services, and on topics relevant to recovery and parent-child interaction.

### **Performance Standards and Quality Assurance**

The applicant shall monitor and evaluate all program activities. At a minimum, the program

evaluation shall include a review of the appropriateness, quality and timeliness of each service.

The applicant shall be responsible for specific documentation of transitional housing and supportive services provided to the family, and updates on both progress as well as any issues which may arise. The applicant shall involve the families in the development of project evaluations. When feasible, grant activities shall reflect concerns and suggestions offered by the families.

## **Reports**

The applicant shall submit monthly reports to the Family Treatment Court Coordinator and the Grant Administrator by the 10th day after the end of each month of service regarding status of the funds expended and each family served. At minimum, the reports shall include:

- Expenditures to date (broken down by category);
- The family's demographic information;
- Details of services currently being provided;
- Level of client participation
- Readiness to exit the program (when appropriate)
- Incidence of child maltreatment
- Identified goals for the parent/family;
- Progress toward goals including identification of permanent housing; and
- Potential challenges or barriers and recommendations for improvement.

At any time, providers may be requested to furnish additional detailed information for the Court or CFSA concerning client performance in the program. CFSA reserves the right to review the case files, upon reasonable notice. The applicant shall submit to the Grant Administrator at CFSA a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

The applicant shall report "unusual incidents" by fax and by telephone to the Grant Administrator within 24 hours of the event. Further and subsequent written description shall be provided as requested by the Grant Administrator. An unusual incident is any event that is significantly different from the regular routine or established procedure for the child, the birth parents, contract staff, or any other person relevant to the child. Examples of unusual incidents include, but are not limited to, death; injury; the child's unexplained absence; fire, theft or destruction of property; sudden, serious problems in the respite home or facility; complaints about the child from family, neighbors, or visitors; requests for information from the press, attorneys, or government officials outside of CFSA; or behavior requiring attention of staff who are not usually involved in the child's care (i.e., a doctor or school personnel).

## **Records**

The applicant shall keep accurate records of activities of the project. When delivering services,

the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of activities.

The applicant shall provide the Grant Administrator, and other authorized representatives of the CFSA and the District Government, access to project and financial records as may be requested for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff. The applicant shall retain records for at least three (3) years following final closeout of the grant. The applicant shall in its application demonstrate an ability to ensure the confidentiality and security of records.

### **Monitoring**

CFSA shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the Grant Agreement. The Grant Administrator or his/her designee will make periodic scheduled meetings with the applicant to discuss the scope of work in relation to the services rendered to the target populations, and the relative success thereof.

The Grantee will provide the referral protocol and criteria for service eligibility for their respective program. This will include a complete application package and resident handbook.

### **Evaluation**

The Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered to the target populations. The applicant shall cooperate fully in such evaluation. A primary goal of CFSA's contract reform initiative is to develop a performance-based system of evaluation that ensures accountability, cost-effectiveness of service provision, and achievement of positive outcomes for children, youth and families. CFSA plans to hold providers accountable for improving the quality of services delivered and, over time, for achieving selected outcomes for safety, permanence and well-being.

## **SECTION VI: REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

All grant applications will be reviewed by a panel. The review panel will be composed of qualified professionals who have been selected for their expertise and knowledge in the child protection system, and the needs of the populations specific to this RFA. The review panel will review, score and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The Director of CFSA shall make the final funding determination(s).

## **Scoring Criteria (Total 60 Points)**

Proposal submissions will be objectively reviewed against the following specific scoring criteria.

### **Criterion A: Theoretical and Technical Soundness of the Proposal (Total 20 Points)**

1. The proposal clearly lays out how the target populations will be served, how the grant monies will be spent, and the measures which will be put in place to monitor and measure the outcomes. **(10 Points)**
2. The proposed activities and work plan appear likely to result in the accomplishment of project objectives and outcomes consistent with program requirements presented in the Program Scope. **(5 Points)**
3. The application includes a clear and definitive plan to evaluate the project's effectiveness and determine the extent to which objectives and resulting outcomes are accomplished. **(5 Points)**

### **Criterion B: Organizational Capability and Relevant Experience (Total 25 Points)**

1. The applicant demonstrates the knowledge and experience relevant to transitional housing, substance abuse, child welfare issues, and in serving the target population. **(10 Points)**
  - The applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the Program Scope.
  - The applicant has relevant experience with the population.
  - The applicant has the capacity to provide the services.
2. Cultural competency and appropriateness (e.g., racial, ethnic, economic, gender, age, disability, language, religious, sexual identity) of services proposed are demonstrated. **(5 points)**
  - The applicant has identified and has demonstrated an understanding of issues affecting the target population.
3. Capacity to administer the proposed program is demonstrated. **(10 points)**
  - The applicant demonstrates the organizational capacity to deliver, monitor and administer the services.
  - The applicant demonstrates the capacity to deliver services in the natural environment of the target population.

### **Criterion C: Sound Fiscal Management and Reasonable Budget (Total 10 Points)**



1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of sufficient resources other than the grant funds to support the organization. **(5 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic, and consistent with the limitations in this RFA and will achieve project objectives. The budget should also reflect the number of families expected to receive services as a result of this grant. **(5 points)**

**Criterion D: Overall Feasibility of the Project (Total 5 Points)**

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant, and that the project is compatible with the mission of the organization. Further, applicant will demonstrate the quantifiable increase in families served, based on the grant award. Maximizing the number of families served in the target population is a primary goal of this RFA. **(5 points)**

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Director of CFSA. The final decision on awards is vested solely with the Director of CFSA. After reviewing the recommendations of the review panel and any other information considered relevant, the Director of CFSA, or her designee, shall decide which applicant to award funds to and the amount(s) to be funded. The award may reflect overall numbers, or be target population specific.

**SECTION VII: APPLICATION FORMAT**

Applicants are required to follow the format below and each proposal must contain the following information:

- ☐ Applicant Profile (See Attachment A)
- ☐ Table of Contents
- ☐ Application Summary (Not to exceed 1 page)
- ☐ Project Narrative (Not to exceed 10 pages)
- ☐ Organization, Experience and Qualifications of Applicant (Not to exceed 2 pages)
- ☐ Staffing Plan (Not counted in page total, See Attachment C)
- ☐ Program Budget & Budget Narrative (Not counted in page total, See Attachment D)
- ☐ Appendices (Program application; client handbook) (Not counted in page total)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer pages than recommended for that section.

**Proposal must be double-spaced and numbered pages on 8<sup>1</sup>/<sub>2</sub> by 11-inch paper. The review panel shall not review applications that do not conform to these requirements.**

## **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. **See Attachment A.**

### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

### **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

### **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

1. Understanding needs of target population(s) to be served;
2. Program objectives for the RFA;
3. Specific service/programs to be provided;
4. Work plan for activities;
5. Number of new clients to be served;
6. Cultural competency and appropriateness;
7. Extent to which access barriers for the target population will be addressed;
8. How funds will be distributed consistent with the grant and monetary expenditures; and
9. Quality assurance mechanisms, including outcome measurement.

### **Organization, Experience and Qualifications of Applicant**

The applicant must provide detailed information on the qualifications and experience of the project staff to demonstrate the organization's capability to provide the services described in the RFA. The applicant must list the key personnel who will be assigned to the proposed

project and state the percentage of time each will devote to the project in total.

### **Program Budget and Budget Narrative**

Standard budget forms are provided in Attachment D. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

### **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may, but are not required to, include are:

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);

### **SECTION VIII: LIST OF ATTACHMENTS**

<b>Attachment A:</b>	Applicant Profile
<b>Attachment B:</b>	Original Receipt
<b>Attachment C:</b>	Staffing Plan
<b>Attachment D:</b>	Budget

**ATTACHMENT A  
APPLICANT PROFILE**

**Family Treatment Court Transitional Housing Program Grant (RFA): #**

**Applicant/Organization Name:**

**Type of Entity:** For-Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Other \_\_\_\_\_

**Contact Person:**

**Office Address:**

Executive/Director/President

Date

**Phone/Fax:**

**Website URL:**

**Total Number to Be Served By Project:** \_\_\_\_\_

**Total Funds Requested:**

**Program Description:**

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**Authorized Signature:** The person signing below, who is an executive officer, is authorized by the Applicant to submit this application and has the legal authority to bind the Applicant to the expressed and inferred agreements herein.

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**ATTACHMENT B**

**ORIGINAL RECEIPT**

Child and Family Services Agency  
400 6<sup>th</sup> St. SW  
Washington, DC 20002  
ATTN: Jim Moye

**FY2008/2009 Family Treatment Court Transitional Housing Program Grant (RFA): #**

CHILD AND FAMILY SERVICES AGENCY IS IN RECEIPT OF AN APPLICATION  
FROM:

(Contact Name/Please Print Clearly)  
(Organization Name)  
(Address, City, State, Zip Code)  
(Phone/Fax)  
(Program Area)  
(Amount Requested)

CFSA USE ONLY

(1) ORIGINAL APPLICATION and (5) COPIES.

RECEIVED ON THIS DATE        /        /2007  
Please Indicate Time:

Received by: \_\_\_\_\_

**APPLICATIONS RECEIVED AFTER 5:00 PM WILL NOT BE FORWARDED TO THE  
REVIEW PANEL**

**ATTACHMENT C**  
**STAFFING PLAN**

Director Signature: \_\_\_\_\_ Date:

**ATTACHMENT D  
BUDGET**

**Agency:**

**Date of Submission:**

Project Manager:

**Budget:**

Telephone #:

<b>Security Deposit</b>	
<b>Rent</b>	
<b>Furniture*</b>	
<b>Supportive Services</b>	
<b>TOTAL</b>	

\*Furniture allowances will only be considered for programs whose current transitional housing program does not include furnished units. Furniture allowance shall not exceed \$750 per unfurnished unit. Furniture purchased under the grant agreement remains the property of CFSA and its use following the discharge of a family from the transitional housing program shall be at the discretion of CFSA in consultation with the Family Treatment Court Coordinator.